

**MANSFIELD DOWNTOWN PARTNERSHIP, INC.**  
**BOARD OF DIRECTORS MEETING**  
**Mansfield Downtown Partnership Office**  
**Tuesday, March 7, 2006**

**MINUTES**

Present: Stephen Bacon, Martin Berliner, Tom Callahan, Dianne Doyle,  
Mike Gergler, Al Hawkins, Janet Jones, Philip Lodewick, Betsy  
Paterson, Dave Pepin, Steve Rogers, Phil Spak, Betsy Treiber

Staff: Cynthia van Zelm

**1. Call to Order**

Philip Lodewick called the meeting to order at 4:00 pm.

**2. Opportunity for Public to Comment (*occurred at end of meeting*)**

Polik Grabowski introduced himself as a UConn student on leave to travel abroad. Mr. Grabowski said he thought that the membership dues should be decreased.

Mr. Grabowski said a major concern is that new business space be affordable. He has spoken with Lisa Israelovitch, the retail consultant with Live Work Learn Play on the phone and is gratified that they are focusing on small businesses. What steps are being taken to make the project affordable for small businesses?

Mr. Lodewick said that it is important that the project be viable economically. It is expected that 70 to 80 percent of the businesses will be local and regional businesses. The rent amounts have not been determined yet.

Mr. Grabowski asked who will set the rents. Mr. Lodewick said the rents will be set by the developer who will own the land and buildings.

Mr. Grabowski said his friend Jessie Olman is trying to put together a business plan for a small business. Mr. Lodewick said there will be a casting process for all potential businesses. Mr. Callahan said this process will take about 18 to 24 months.

Mr. Grabowski asked whether committee meetings are open. Mr. Lodewick replied in the affirmative.

**3. Approval of Minutes**

Al Hawkins made a motion to approve the minutes. Mike Gergler seconded the motion. The motion was approved unanimously.

#### **4. Director's Report**

Cynthia van Zelm said she, Mayor Paterson, and Macon Toledano had good meetings with Congressman Simmons, Senator Lieberman and their staffs as well as Senator Dodd's staff when they were in Washington DC last week to discuss funding for the parking garage.

Betsy Paterson said she and Philip Lodewick, Assistant Town Manager Matt Hart, Marty Berliner, Tom Callahan, and members of the LeylandAlliance team met with the Connecticut staffs of Congressman Simmons, and Senators Dodd and Lieberman before the trip toWashington, D.C.

Ms. Paterson said a contingent also met with the CT Department of Economic and Community Development (DECD) Deputy Commissioner Ron Angelo, his staff and State Representative Denise Merrill about the Town's Urban Action Grant for partial funding for the parking garage, Storrs Road, and relocation. Representative Merrill had called the meeting together. Mr. Lodewick noted that the Deputy Director said the project had been well thought out. A follow-up meeting with DECD will be scheduled in the next week and there will be regular meetings now with DECD.

Dianne Doyle arrived.

Ms. Paterson said she was pleased with the meetings in Washington, D.C. Congressman Simmons said he was committed to try and help with funding for the garage. Congressman Simmons, Senator Dodd, and Senator Lieberman said it is important for both the House andSenate to support the project and submit it to the Appropriations Committee as one of their requests.

Mr. Lodewick said the request is a total of \$18 million for the parking garage, with a \$6 million request at the federal level and a \$12 million request at the state level. He noted that the public portion of the project is only about 12 percent with the balance to be funded privately.

Ms. Paterson said another important message is the strong support received locally, and regionally (all unanimous votes) for the Municipal Development Plan.

Steve Rogers arrived.

Mr. Lodewick noted that the idea for the garage would be to front it with retail, partly to be more pleasing aesthetically. DECD wants to see the private financial commitment up front for the project.

Ms. Paterson said she made the point that the Storrs Center project is a smart growth project and that these are rare in New England but important for the

preservation of land. Constructing a garage helps preserve land instead of having to cover the entire project area with surface parking.

Dave Pepin asked if the other members of the Connecticut congressional delegation have impact on whether the parking garage request goes forward. Mr. Lodewick said it is important to get as many people statewide to support the project. Ms. van Zelm said she would talk to Preston Gates about this particularly about Rosa DeLauro who is on the House Appropriations Committee.

## **5. Update on Storrs Center Project and Next Steps**

Ms. van Zelm reiterated that the next steps are to have new zoning regulations approved for the project by the Planning and Zoning Commission. The goal is that this would be completed in late spring/early summer. Ms. van Zelm has met with Planning Director Gregory Padick to review the draft changes. There is expected to be at least one more staff meeting on the changes before they are submitted to the Planning and Zoning Commission for discussion.

Ms. Paterson said that she had heard a lot of compliments from people on the newsletter that had just been produced. Ms. van Zelm said it will be distributed at the Town offices, the Library, the Community Center, the Lodewick Visitors Center, UConn Admissions, UConn Athletics, and UConn Alumni Association office, among other locations.

## **6. Recommendation to appoint Kelly Bourquin to the Advertising and Promotion Committee**

Ms. Paterson made a motion to appoint Kelly Bourquin to the Partnership Advertising and Promotion Committee. Betsy Treiber seconded the motion. The motion was approved unanimously.

## **7. Connecticut Commission on Culture & Tourism Grant**

Ms. van Zelm said that the Advertising and Promotion Committee recommended applying for a grant from the CT Commission on Culture & Tourism to produce an archival/promotional video CD on the Storrs Center project. The grant request is for \$3,000 and LeylandAlliance agreed to put up the match of \$3,000.

Mary Berliner made a motion to approve Mansfield Downtown Partnership, Inc.,

President Philip Lodewick signing a letter to allow the Partnership Executive

Director Cynthia van Zelm to sign a grant contract on behalf of the Partnership

for a CT Commission on Culture & Tourism grant, if awarded; and to approve a

resolution that the Mansfield Downtown Partnership complies with all governmental regulations concerning Affirmative Action compliance and Title II of the Americans with Disabilities Act. Ms. Paterson seconded the motion. The motion was approved unanimously.

Ms. van Zelm will finalize the grant in the next few days. Grant awards will be made on May 15, 2006.

## **8. Review and Approval of Proposed Bylaws Changes**

Mr. Lodewick asked for a motion to suspend the 14 day notice of Bylaws changes to the Board of Directors to consider the Bylaws changes recommended by the Nominating Committee. Dave Pepin made a motion to suspend the 14 notice to Board members for consideration of the Bylaws' changes. Mr. Berliner seconded the motion. The motion was approved unanimously.

Mr. Lodewick asked if there were questions on the recommended changes to the Bylaws as submitted by the Partnership Nominating Committee.

One of the changes was a requirement that all Committee members be members of the Partnership. Al Hawkins asked how many Committee members were not currently Partnership members. Ms. van Zelm she thought there were no more than three. Janet Jones said she favors drawing Committee members from people that are already members. Tom Callahan suggested that it would be ok not to be a member initially but that one would have to become a member soon after they were appointed to a committee. Ms. Jones noted the importance of Committee members investing in the Partnership by paying their membership. It shows commitment.

Mr. Lodewick made a motion to amend the Partnership Bylaws in the respects recommended in the March 2, 2006 DRAFT revisions recommended by Partnership attorney Lee Cole-Chu following revisions suggested by Executive Director Cynthia van Zelm on February 15, 2006, in light of Nominating Committee discussion on February 7, 2006, a copy to be attached to the Minutes of this meeting, and to submit the same for approval by the Members of the Partnership in accordance with Article XVII of the Bylaws. Ms. Paterson seconded the motion. The motion was approved unanimously.

Mr. Pepin noted that it was important for members to commit to higher levels of membership when they can. Ms. van Zelm said the renewal letters that go out do ask for people to commit to an additional donation or membership. Mr. Pepin said he thought at some point LeylandAlliance will ask for a commitment from the people who have expressed interest in the housing i.e., 10 percent down. He feels the commitment should start at the Partnership membership. *(conversation as a result of Bylaws change which deletes the specific categories of membership as part of the Bylaws).*

Mr. Callahan said he believes that most people know that the Partnership is running on a lean budget and said it is important to encourage people to make as strong a financial commitment as possible. He suggested that the membership dues need to be reasonable and that at this point showing the number of members is most important. He expects that the membership numbers in the Partnership is one of the highest for Mansfield organizations.

Mr. Lodewick suggested reiterating the need for a greater financial commitment in the renewal letters is warranted.

## **9. Report from Committees**

### Festival on the Green

Ms. Paterson said the next Festival meeting is on March 13. The site is being condensed with most of the Festival in the back of the commercial buildings of Storrs Center.

She said that Janet Jones has offered to help with food and we will be working more with non-profits this year to provide food.

Ms. Paterson said that this year the art will be exhibited under a tent with the emphasis on Mansfield art to display rather than sell.

Ms. van Zelm said the Little Big Band was confirmed to play.

Ms. Paterson said there will be fireworks again with some food vendors at the fireworks site.

Mr. Callahan asked about the schedule for the Greek amphitheater. Mr. Berliner said the foundation should be put in this year but it would probably not be ready in the fall. Mr. Callahan thought if the amphitheater was ready, it could be part of the Festival.

### Membership Development

Ms. Treiber said the Membership Development Committee met on February 27. There are 255 members, 42 of which are new as of July 2005 (the start of the fiscal year). Total memberships come to \$15,060 including \$1,245, which is donations beyond specified dues amount.

Committee members are making follow-up calls to members who have not renewed their membership yet.

### Planning and Design

Steve Bacon said that Macon Toledano had presented the nearly last version of the Part One Design Guidelines to the Planning and Design Committee. The Committee gave Mr. Toledano verbal feedback and was asked to provide any written feedback within 2 weeks of the meeting date, which is tomorrow. Mr. Callahan asked if Part One includes the sustainability guidelines. Mr. Bacon replied in the negative. Mr. Bacon said the hope was to bring Part One (land use) and Part Two (sustainability) of the design guidelines to the Board meeting in April for the Board's review.

### **10. Executive Session - Personnel**

Mr. Lodewick said the Executive Committee had met about Ms. van Zelm's yearly evaluation and has a recommendation to the Board. He made a motion to go into Executive Session to discuss Ms. van Zelm's evaluation. Mr. Pepin seconded the motion. The motion was approved unanimously. The Board went into Executive Session.

Mr. Lodewick made a motion to come out of Executive Session. Mr. Callahan seconded the motion. The motion was approved unanimously.

Mr. Callahan made a motion to increase Ms. van Zelm's salary for the next fiscal year by \$4,000 over her current salary for excellent performance and allow her to carry over seven of her vacation days over to the next year (based on anniversary date). Ms. Paterson seconded the motion. The motion was approved unanimously.

### **11. Adjourn**

Ms. Paterson made a motion to adjourn at 5:20 pm. Mr. Berliner seconded the motion. The motion was approved unanimously.

*Meeting notes taken by Cynthia van Zelm.*